

**U.S. DEPARTMENT OF ENERGY
NATIONAL NUCLEAR SECURITY ADMINISTRATION
NEVADA OPERATIONS OFFICE**

MANUAL

NV M 251.1-1B

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**NNSA/NV DIRECTIVES SYSTEM
MANUAL**



**INITIATED BY:
Communication Services Division**

NNSA/NV DIRECTIVES SYSTEM MANUAL

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1. OBJECTIVE. To supplement and to be used in conjunction with DOE P 251.1, dated 3-19-96, DOE O 251.1A, dated 1-30-98, DOE M 251.1-1A, dated 1-30-98, and Changes thereto. This Manual provides additional National Nuclear Security Administration Nevada Operations Office (NNSA/NV) policies and procedures for the implementation of the NNSA/NV Directives System. This supplemental Directive does not change any requirement of the U.S. Department of Energy (DOE) Order or Manual.
2. CANCELLATION. NV M 251.1-1A, DOE NEVADA OPERATIONS OFFICE (DOE/NV) DIRECTIVES SYSTEM, dated 12-1-99.
3. APPLICABILITY.
 - a. The provisions of this Manual apply to all NNSA/NV organizational elements when creating and using the NNSA/NV Directives System for Policies, Orders, Notices, Manuals, and Guides.
 - b. The Contractor Requirements Document (CRD), Attachment 1, sets forth intended requirements to be applied to contractors responsible for management and operation of NNSA/NV-owned facilities and for other contractors as determined by the Contracting Officer, when involved in the processes related to this Directive. Compliance with the CRD will be required to the extent set forth in a contract.
4. REQUIREMENTS.
 - a. NNSA/NV Directives will not contradict or delete provisions in any applicable DOE or NNSA Directive.
 - b. All affected NNSA/NV organizations will be provided the opportunity to comment and concur on new/revised DOE, NNSA, and NNSA/NV Directives.
 - c. New NNSA/NV Directives which impose requirements will be provided to contractors during the preparation or approval cycle for review and comment.
 - d. The Office of Primary Responsibility (OPR) will determine applicability of DOE and NNSA Directives and whether applicable to NNSA/NV federal staff, contractors, national laboratories, associated agencies, or other users.

5. RESPONSIBILITIES.

- a. Manager. Approves all NNSA/NV supplemental Directives.
- b. Executive Council (EC). Resolves all disputes when a Directive is not accepted by the NNSA/NV community.
- c. Assistant Manager for Business and Financial Services (AMBFS). Approves all requests to deviate from the NNSA/NV Directives process.
- d. Office of Primary Responsibility.
 - (1) Determines when a new, revised, page change, and/or a cancellation to an existing Directive is needed and, if so, prepares a draft that conforms to the requirements of this Manual, DOE O 251.1A, and DOE M 251.1-1A.
 - (2) Determines applicability of CRDs and makes recommendations to the Change Review Group (CRG) and DMC regarding DOE and NNSA Directives to be modified into applicable contracts.
 - (3) When requirements are recommended to be applicable to NNSA/NV contractors, prepare a CRD. Ensure appropriate Baseline Change Requests (BCR) are developed for the draft NNSA/NV Directive for action by the CRG.
 - (4) Reviews existing DOE, NNSA, and NNSA/NV Directives for which they are responsible to ensure they are maintained current; submit requests, in writing, for cancellation, revision, or recertification of accuracy to DMC as necessary.
 - (5) Resolves comments from reviewers and provides feedback to them on major issues prior to preparation of a final draft Directive.
 - (6) Ensures compliance with the CRG process as necessary (Attachment 3).
 - (7) Designates a point of contact (POC) for Directives for their organization to the Communication Services Division (CSD) and notifies CSD of any changes thereto.

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- (8) Requests approval from AMBFS to deviate from any step in the NNSA/NV Directives development process.
- (9) Provides a written justification of why a Directive with a CRD will or will not be included in applicable contract(s).

e. Principal Staff.

- (1) Provides comments using the DOE Review and Comment (REVCOM) feature on draft DOE and NNSA Directive(s) in accordance with established suspense dates.
- (2) Provides comments via e-mail or letter to DMC on draft NNSA/NV Directives in accordance with established suspense dates.
- (3) Reviews draft DOE and NNSA Directives for operational and cost impact, clarity, and consistency with related Laws, Regulations, and other Directives. Provides comments to DMC by the suspense date to allow for consolidation and coordination of comments.

f. Director, CSD.

- (1) Serves as the NNSA/NV management interface for administration of the NNSA/NV Directives Management System.
- (2) Ensures reviews of proposed new and revised DOE and NNSA Directives received for field comment.
- (3) Ensures a request is sent biennially (once every two years) to OPRs to review, supplement, update, or certify as current, as appropriate, all Directives within their areas of functional responsibility.

g. Directives System Manager (DSM).

- (1) Administers the NNSA/NV Directives Management System.
- (2) Develops systems, processes, and procedures affecting the NNSA/NV Directives System for management approval.

- (3) Processes all new and revised DOE and NNSA Directives, and requests review for development of supplemental Directives or takes other steps, as necessary, to meet DOE, NNSA, and NNSA/NV Directives system requirements.
 - (4) Concurs in the determination of need or lack of need for each new, revised, cancellation, and/or page change to NNSA/NV Directives.
 - (5) Ensures NNSA/NV Directives conforms to the objectives and requirements of the DOE and NNSA Directives System and this Manual.
 - (6) Issues a monthly NNSA/NV status report on DMC requests for sunset reviews to OPRs.
 - (7) Coordinates NNSA/NV and contractor review of new or revised NNSA/NV Directives, ensures comments are appropriately dispositioned, and prepares NNSA/NV Directives for final approval by the Manager.
 - (8) Ensures Directives containing contractor requirements (including those containing CRDs) are brought to the attention of and evaluated by the CRG.
 - (9) Coordinates NNSA/NV reviews of Directives Management Documents (DMD).
 - (10) Determines who the OPR is for all DOE and NNSA Directives.
 - (11) Serves as the DOE, NNSA, and NNSA/NV Directives System interface representative to the CRG.
 - (12) Sends a quarterly notice to each OPR and Directives POC (DPOC) for each Directive under its jurisdiction where more than two years has passed since the last revision.
 - (13) Upon approval of a BCR, updates the Format 1 and BCR log on the WSS Homepage.
- h. Director, Contracts and Property Management Division (CPMD). Processes Directives with CRDs for incorporation into applicable contract(s) in accordance with the interface CRG Change Control Process in Attachment 3.

i. Change Review Group.

- (1) Maintains NNSA/NV complex-wide Work Smart Standards (WSS) and determines if the DOE, NNSA, and NNSA/NV CRDs are WSS.
- (2) Ensures contractors are notified of proposed changes to their contract and WSS.
- (3) Ensures changes are incorporated in appropriate contracts and/or other agreements.

j. Office/Division DPOC. The DPOC's role is to facilitate and expedite the coordination of the NNSA/NV Directive Management function between the OPR, NNSA/NV, NNSA/NV associated organizations, and CSD.

6. REFERENCES.

- a. DOE P 251.1, DIRECTIVES SYSTEM, dated 3-19-96.
- b. DOE O 251.1A, DIRECTIVES SYSTEM, dated 1-30-98.
- c. DOE M 251.1-1A, DIRECTIVES SYSTEM MANUAL, dated 1-30-98.
- d. NV P 251.1, DOE/NV DIRECTIVES SYSTEM POLICY, dated 4-30-98.
- e. NV M 450.3XB, WORK SMART STANDARDS.

7. DEFINITIONS.

- a. NNSA/NV Policies are Directives that establish the overall management philosophy of NNSA/NV.
- b. NNSA/NV Orders establish management objectives, requirements, and assign responsibilities for federal employees. They also establish intended requirements for NNSA/NV contractors.
- c. NNSA/NV Manuals supplement DOE and NNSA Orders and/or Manuals when it is necessary to establish detailed requirements and procedures.

- d. NNSA/NV Notices typically correlate to a specific DOE or NNSA Directive. Notices are used to transmit time-limited information or when immediate issuance without full coordination is required. They are also used to cancel existing NNSA/NV Directives and expire no later than one year from date of issuance.
- e. NNSA/NV Guides provide additional nonmandatory guidance for NNSA/NV organizations.

NOTE: Internal office/division procedures and/or desktop instructions are not part of the NNSA/NV Directives System.

- f. OPR is the organization, typically at the Office or Division level, that has principal responsibility for the subject matter of a particular Directive and which originates NNSA/NV Directives related to that subject.
- g. REVCOM Feature. The REVCOM System is a DOE and NNSA coordination system for the development of administrative Directives. Employees of DOE, NNSA, and its prime contractors may use the system to make comments on draft DOE and NNSA Directives.
- h. NNSA/NV Community. Includes NNSA/NV Performance-Based Management and Security Services Contractors, laboratories, and other participating organizations in the performance of work under the purview of NNSA/NV.

8. ATTACHMENTS.

- a. Contractor Requirements Document.
- b. Flowcharts.
 - (1) Directives Process and CRG Interface for DOE and NNSA Directives.
 - (2) Directives Process and CRG Interface for NNSA/NV Directives.
- c. NV-119, DOE Nevada Operations Office Management Directives Control Sheet.

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9. CONTACT. Questions concerning this Manual should be addressed to the Office of the Assistant Manager for Business and Financial Services, CSD, Directives System Manager at (702) 295-1552.



Kathleen A. Carlson
Manager

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CHAPTER I

NNSA/NV DIRECTIVES DEVELOPMENT

1. **NNSA/NV DIRECTIVES DEVELOPMENT PROCESS.**

- a. The OPR determines the need for a new or revised Directive and establishes a schedule for completion of a draft. Attachment 2 provides a flowchart of the NNSA/NV Directives development process.
- b. The OPR briefs the Leadership Team on all proposed NNSA/NV new Directives prior to submitting to DMC for processing.
- c. The OPR prepares a draft version of the new or revised Directive in accordance with the format specified in paragraph 2b below. The OPR then submits an electronic copy of the package formatted in WordPerfect or Microsoft Word to DMC. A CRD (see DOE M 251.1-1A, Attachment 1, for an example) must be included as an attachment if supplemental requirement/instructions are to be imposed on contractors by NNSA/NV.
- d. The CRD provides an effective definition of mandatory contractor requirements and is an efficient means for the CRD to be incorporated into NNSA/NV contracts.
- e. DMC analyzes the draft NNSA/NV Directive by examining its format and internal consistency, verifying its compatibility with other Directives and external Directives, and ensuring its provisions are clearly and succinctly stated.
- f. If the OPR determines requirements are necessary for the contractors, the draft Directive must be processed through the CRG. The CRG will consider the BCR and determine if the Directive will be part of the WSS set, the B2, or B3 lists in accordance with the process defined in NV M 450.3XA.
- g. DMC will transmit the draft NNSA/NV Directives to appropriate NNSA/NV, laboratory, and contractor organizations for review and comment. A minimum of ten working days will be provided for reviewers to develop their comments. Draft Directives received from DOE or NNSA will be processed in accordance with DOE or NNSA established suspense date.

- h. If DMC receives no comments or requests for additional time by the identified response date, the reviewing organization is presumed to have no concern with the Directive.
- i. The OPR will review and resolve all comments with the reviewers. Unresolved issues that need to be raised to higher levels of management will be coordinated by the DSM.
- j. DMC will assist the OPR in preparing a final Directive that incorporates accepted comments, which is then forwarded to the Assistant Managers for final comments/concurrence before it is prepared for the Manager's approval (**NOTE:** Deputy Assistant Managers will also receive a copy).
- k. If the Directive contains a CRD, a BCR must be completed in accordance with NV M 450.3XB.
- l. Once the BCR is signed by the CRG chairperson and the Directive is signed by the Manager, the BCR is forwarded to CPMD for modification into applicable contracts or agreements.
 - (1) CPMD prepares a modification to incorporate the Directive into the contract(s).
 - (2) CPMD transmits the modification with justification to contractor(s) for review and signature.
 - (3) The contractor(s) will have 30 days to review the modification and determine impacts. The contractor(s) can either sign the modification or give justification of why it will not be included in the contract(s).
 - (4) If the contractor(s) agrees with the modification(s), then both the contractor(s) and Contracting Officer signs the modification. If the contractor(s) does not agree to the modification, the EC determines if the Directive is necessary. If the Directive is deemed necessary, then the Contracting Officer can either invoke his/her unilateral authority to implement or concur with the contractor(s) not to implement the modification.
 - (5) If the EC determines that the Directive is not required, the OPR submits a request for exemption for the Manager's signature.

- m. DMC provides electronic distribution of the approved Directive in accordance with approved distribution lists, maintains the NNSA/NV library of Directives and associated historical files, and updates the WSS Homepage.

2. CONTENT AND FORMAT REQUIREMENTS.

- a. Compatibility With DOE and NNSA Directives. NNSA/NV Directives must not contradict or delete provisions in any applicable DOE or NNSA Directive unless an exemption has been formally granted (DOE M 251.1-1A, Chapter VII, EXEMPTION). This does not preclude inclusion of supplemental requirements/instructions, although the benefit, impact, and cost of such requirements/instructions will be carefully considered.
- b. NNSA/NV Orders. The following standard paragraphs are used for each NNSA/NV Order in the sequence given below. If a particular paragraph does not apply, enter "None."
 - (1) Objectives. This paragraph states why the Order is being issued. It also states whether the Order stands alone or correlates to a DOE or NNSA Directive. Refer to paragraph 1 of DOE O 251.1A, DIRECTIVES SYSTEM, for an example.
 - (2) Cancellation. This paragraph identifies all NNSA/NV Directives or parts of Directives being canceled. NNSA/NV Directives must be identified by number, title, and date; section and paragraph numbers may be identified if only a portion of a Directive is being canceled.
 - (3) Applicability. This paragraph will have two sections (one for the NNSA/NV federal employees and a second if a CRD is to be attached which applies to NNSA/NV contractors). (**NOTE:** If the Directive is applicable only to NNSA/NV federal employees, the contractor section is not required.)

Examples of applicability statements are:

- (a) NNSA/NV Elements. *The provisions of this Directive applies to all NNSA/NV organizational elements.*

- (b) Contractors. *Requirements applicable to NNSA/NV Performance-Based Management Contractor, Security Services Contractor, national laboratories, other federal agencies, and other organizations (users) of NNSA/NV resources are set forth in the CRD, Attachment 1.*
- (4) Responsibilities. This paragraph identifies responsibilities for DOE and/or NNSA organizations using concise declarative statements, without excess detail. Officials assigned responsibilities will be listed in the following order: Manager, Deputy Manager, Assistant Managers, the OPR, Offices/ Divisions with assigned responsibilities, Contracting Officers/Contracting Officer's Representatives, and others.
- Examples of responsibility statements: Always begin with an active verb:
- *Determines acceptability of request.*
 - *Approves proposals for new work.*
 - *Ensures implementation of DOE or NNSA Order requirements.*
- (5) Requirements. This paragraph contains requirements NNSA/NV is establishing for all federal employees. Requirements must be stated clearly and must have measurable or verifiable outcomes rather than methodology or procedures. Examples below:
- (a) Requirement statements are mandatory when using must as the active verb. *(Example: Personnel actions must be processed to give the employee the maximum pay benefit.)*
- (b) Conditional requirement statements are mandatory requirements if certain conditions are present. *(Example: Overtime will be ordered and approved (or permitted for nonexempt employees) only when essential work cannot be accomplished during an employee's normal work hours by careful planning of work and scheduling of leave and other absences.)*
- (6) References. This paragraph lists DOE and/or NNSA Directives, other NNSA/NV Directives, Laws, Regulations, and other documents that are

referenced in the NNSA/NV Directive or provide additional information to assist in implementation of the NNSA/NV Directive. Referenced documents are listed by number, title, and date of issuance. Referenced documents **are not** requirements merely because they are listed in this section.

- (7) Definitions. Generally, terms used in the Directive will be defined in the text or are common usages as defined in standard dictionaries. Occasionally, terms used have a special or unique meaning as used in the Directive or must be more precisely and completely defined to ensure adequate understanding. Such terms are included and defined in this section. If the list of definitions is more than one page, it is referenced here and included as an attachment.
- (8) Contractor Requirements Document.
 - (a) The CRD is an attachment to a Directive that contains only those requirements applicable to contractors, national laboratories, other federal agencies, and/or other organizations conducting work on the NNSA/NV controlled land or facilities.
 - (b) The CRD does not contain requirements applicable to NNSA/NV federal employees and the NNSA/NV Directive does not contain requirements applicable to contractors.
 - (c) The CRD will be Attachment 1, unless an Attachment 1 already exists as part of the Directive. Contractors will implement CRD requirements to the extent defined in their contract. Flow down of CRD requirements to lower tiered subcontractors will be as determined and implemented by the contractor's prime contract.
 - (d) Instructions for application of the CRD to a contractor are included in the Applicability paragraph. A CRD is not necessary for a NNSA/NV Directive unless supplemental requirements/instructions not included in the correlating DOE or NNSA Order or Manual are being imposed on the contractor, or unless the DOE or NNSA Directive does not contain a CRD but is applicable to contractors and it is not clear which requirements may apply to contractors.

NOTE: The CRD to a DOE, NNSA, or NNSA/NV Directive does not become contractually binding until it is placed on the contract appendix or approved by the CRG for addition to the WSS set.

- (9) Attachments. Listed by number designation. Sample forms and definition lists are examples of attachments.
- (10) Exemptions. Requests for exemptions of requirements in DOE or NNSA Directives will follow the requirements stated in DOE M 251.1-1A, Chapter VII, Exemptions.
- c. NNSA/NV Manuals. The DOE Manual format for Directives will be used when readability is lost due to the length, a number of related procedures are to be established, or the Manual format is considered more appropriate. Each Manual containing chapters will include a Table of Contents.
- d. NNSA/NV Notices. The following are types of materials that may be included in a Notice:
 - (1) Notification that a NNSA/NV Directive has been canceled. DMC originates this type of Notice using a standard format.
 - (2) Material that needs to be distributed quickly, without full editorial analysis and coordination with all parties that may be affected by the material. The Notice usually follows the format and content requirements for NNSA/NV Orders. Exceptions will be coordinated with the DSM.
- e. Revisions. Changes are made to Directives using one of two forms; complete revision or a page change. A transmittal sheet will be used to summarize content changes.
 - (1) When a Directive is substantially changed (e.g., a major change in responsibilities), the Directive must be updated to reflect the changes and reissued.
 - (2) Changes to an NNSA/NV Directive that involves less than half a page will be issued as a page change. Each changed page will contain the change number and date of the change beneath the Directive's number.

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- (3) NNSA/NV Notices cannot be revised through a page change. They must be reissued in their entirety.
- f. Cancellations. If an OPR determines a Directive under their purview will be canceled, they will submit a request, in writing, for a Directive to be canceled. The Manager must approve all cancellations of NNSA/NV Directives or parts thereof.
- g. Unauthorized Directives. Any NNSA/NV or contractor employee may request the DSM to determine if a document contains Directives-type material and was issued outside the formal Directives system. If the document was originated from within NNSA/NV, the DSM will work with the originator to determine if the document truly contains information which will be in the NNSA/NV Directives System and will assist in the cancellation of the document and/or recapture the information in an appropriate NNSA/NV Directive. If the document was originated in DOE or NNSA, the DSM will refer the issue to the DOE or NNSA DSM.

CHAPTER II

NNSA/NV DIRECTIVES NUMBER SYSTEM

INTRODUCTION. When a NNSA/NV Directive is established and a DOE or NNSA Directive exists, the same Directive number with the NNSA/NV designation and same title will be used. Numbers for new NNSA/NV Directives will be determined by using the Subject Matter Categories numbering system outlined in DOE M 251.1-1A. Numbers for NNSA/NV will be issued by:

1. Assigning a three-digit number consistent with the DOE or NNSA subject matter series to which they relate. The prefix "NV" will precede the three-digit subject designator and be sequentially numbered, e.g., NV 251.1.
2. An additional alphabetical prefix "P for Policy, O for Order, N for Notice, M for Manual, or G for Guide" will be used to denote the type of NNSA/NV Directive: e.g., NV P 251.1, NV O 251.1A, etc.
3. The DOE DIRECTIVES SYSTEM MANUAL , DOE M 251.1-1A, will be used to identify the subject areas of NNSA/NV Directives that DO NOT supplement a DOE or NNSA Directive. When NNSA/NV Directives are needed which do not correlate to existing DOE or NNSA Directives in the various subject areas that do not supplement a DOE or NNSA Directive, the Directives three digits numbering system will be used to indicate the major subject area; the fourth digit will be the letter "X" indicating NNSA/NV generated; and the fifth will be a number assigned by CSD to indicate the sequence. For example, NV O 450.X1 identifies an NNSA/NV Order associated with part 450 that does not supplement a DOE or NNSA Order and is the first in the sequence. Subsequent local NNSA/NV Orders in Part 450 will be assigned the number 2, 3, 4, etc. Revisions will be accomplished in accordance with DOE M 251.1-1A, Appendix A, page A-1.

CHAPTER III

DOE AND NNSA DIRECTIVES COORDINATION AND ISSUE RESOLUTION PROCESS

1. INTRODUCTION. This chapter provides instructions for the coordination and issue resolution for draft DMDs, DOE, and NNSA Directives, and published DOE and NNSA Directives.
2. COORDINATION AND ISSUE RESOLUTION PROCESS.
 - a. Draft DMDs, DOE, and NNSA Directives.
 - (1) The DMD issued by DOE or NNSA is received at NNSA/NV for review and comments through REVCOM. DMC takes action to coordinate the review by assigning the draft Directive in REVCOM to the appropriate NNSA/NV programmatic reviewer(s) and NNSA/NV contractor(s) based on technical content.
 - (2) The OPR will ensure DMC has issued the documents to all NNSA/NV programmatic office(s) whose operations or practices may be substantially affected by the DMD and/or draft DOE or NNSA Directive so they have an opportunity to review and comment.
 - (3) The OPR prepares consolidated comments using REVCOM on draft DOE and NNSA Directives by the suspense date established in REVCOM. If an extension of time is needed, it must be coordinated by DMC through the DSM.
 - (4) Comments on all Directives in REVCOM will be classified as suggested or major comments. (Criteria for these categories are given in DOE M 251.1-1A, Chapter III.)
 - (5) The DSM analyzes comments received from the OPR for clarity and consistency and resolves differences among organizations on the draft Directive. Contractor comments, where appropriate, will be included in the package along with NNSA/NV's position on those comments.
 - (6) The DSM submits the comment package, using REVCOM, to NNSA.

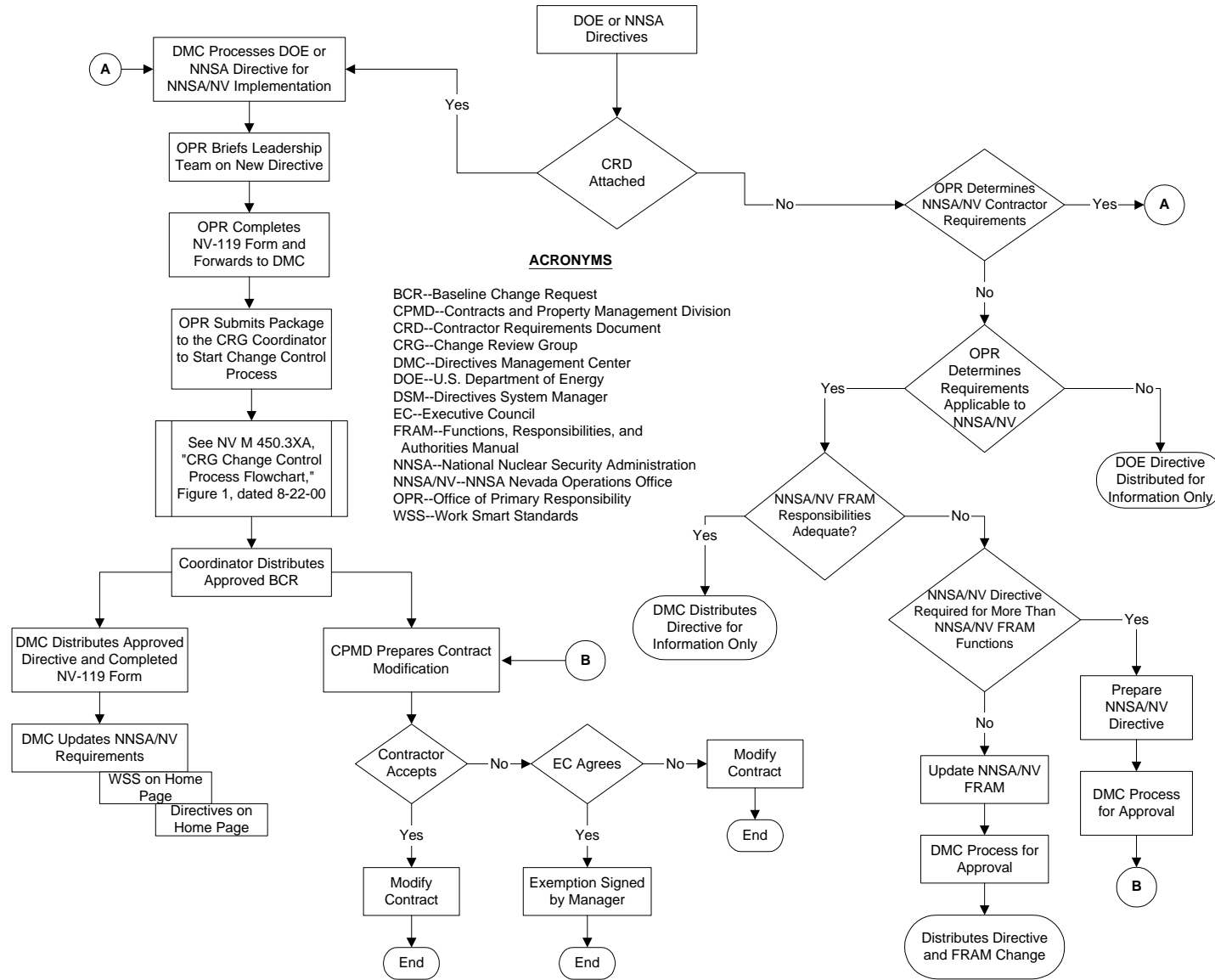
- (7) The DSM coordinates approval of resolution of major comments with the OPR. The OPR uses the criteria defined for submitting major comments in the cover memorandum which accompanies each draft Directive issued by DOE and NNSA.
 - (8) Directives received from DOE or NNSA containing CRDs will be processed through the CRG utilizing the Directives Process and CRG Interface for DOE and NNSA Directives flowchart in Attachment 2.
- b. Draft DOE and NNSA Guides. Draft DOE and NNSA Guides are not processed through REVCOM.
- (1) An electronic copy of a DOE or NNSA Guide is forwarded to the OPR for comments.
 - (2) The OPR submits an electronic or written response to DMC by the established suspense date.
 - (3) The comments are forward to NNSA electronically.
 - (4) If no comments are received by the suspense date and no request for an extension of the suspense date is received, it is presumed the OPR has no issues with the draft Guide.
 - (5) DMC will forward a “no comment” to NNSA.
- c. Published DOE and NNSA Directives.
- (1) Upon receipt of a DOE or NNSA Directive, DMC will determine the OPR for the functional area covered by the Directive.
 - (2) DMC forwards an electronic copy of the Directive with a suspense date to the OPR for review and necessary action; the NV-119 form is attached (see Attachment 4).
 - (3) If the Directive contains contractor requirements, it must follow the process outlined in NV M 450.3XB.

CONTRACTOR REQUIREMENTS DOCUMENT

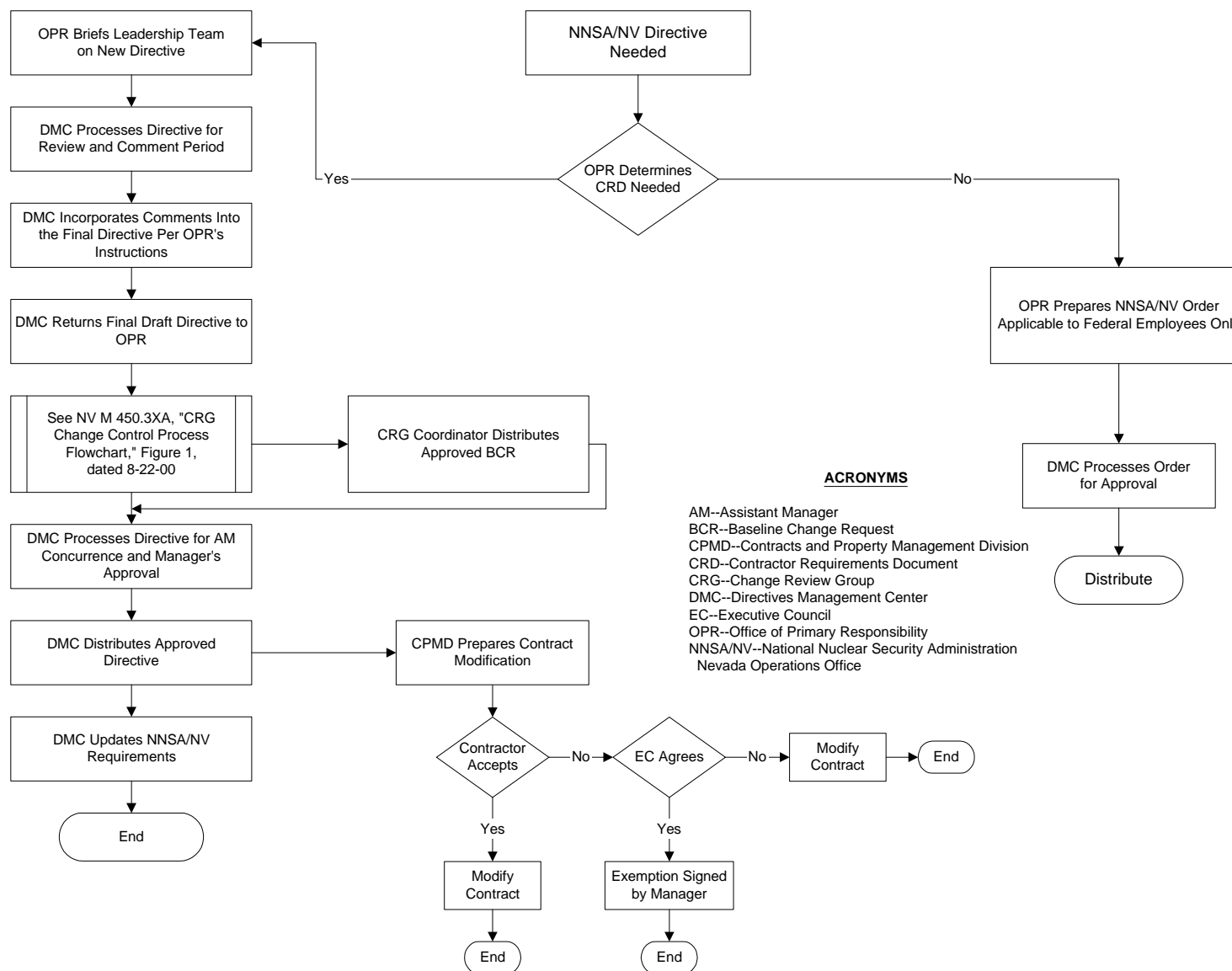
Contractors, national laboratories, other federal agencies, and other user organizations must:

1. Participate in the National Nuclear Security Administration Nevada Operations Office Directives review and comment phase of the Directives Management process.
2. Designate to the Communication Services Division (CSD), in writing, a Directives Management Point of Contact (POC) and an alternate POC for their organization. Provide to CSD any changes in the POC or alternate.
3. Review and evaluate contract modifications for impact to applicable contract and/or agreement.

DIRECTIVES PROCESS AND CRG INTERFACE FOR DOE AND NNSA DIRECTIVES



DIRECTIVES PROCESS AND CRG INTERFACE FOR NNSA/NV DIRECTIVES



FORM NV-119
(Rev. 03/2002)
Previous Editions ObsoleteUS/DOE
NNSA/NVDOE AND NNSA DIRECTIVES
MANAGEMENT CONTROL SHEET

PART A							
TO:						DATE	
FROM: Director, Communication Services Division							
NUMBER AND TITLE OF DIRECTIVE:							
The attached Directive, which is primarily within your area of functional responsibility, is forwarded for review and necessary action. Complete this form (including any comments), sign and date, and return it to the Directives Management Center (DMC), M/S 505. If you have any questions, please call DMC at 295-4065.						DATE DUE TO DMC	
PART B							
1. PUBLISHED DOE OR NNSA DIRECTIVE <div style="display: flex; justify-content: space-around; margin-top: 5px;"> CONCUR, NO COMMENT <input type="checkbox"/> CONCUR, WITH COMMENT <input type="checkbox"/> NONCONCUR <input type="checkbox"/> </div>							
2. IMPACT ON NNSA/NV OPERATIONS <div style="display: flex; justify-content: space-around; margin-top: 5px;"> NONE <input type="checkbox"/> SOME <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> </div>							
3. SUMMARY OF POLICY OR PROCEDURAL CHANGES AND PROJECTED IMPACT ON NNSA/NV OPERATIONS							
4. DOES THIS DIRECTIVE CONTAIN A CONTRACTOR REQUIREMENTS DOCUMENT? YES <input type="checkbox"/> NO <input type="checkbox"/> (If YES, complete Item 4b. If NO, complete Item 4a only.)							
a. SCOPE/APPLICABILITY If the Directive is applicable to NNSA/NV contractors, laboratories, and associated agencies, the Office of Primary Responsibility will submit a Baseline Change Request as identified in the process of NV M 450.3XA, WORK SMART STANDARDS.							
b. COMPLIANCE	BN	WSI	LANL	LLNL	SNL	OTHER CONTRACTORS	ASSOCIATED AGENCIES
5. REMARKS							
6. TITLE AND SIGNATURE (Division Director or Higher)						DATE	

FORM NV-119
(Rev. 03/2002)
Previous Editions Obsolete

US/DOE
NNSA/NV

INSTRUCTIONS FOR COMPLETING NV-119 FORM

The National Nuclear Security Administration Nevada Operations Office (NNSA/NV) concurs with or without comments as follows or nonconcur for the following reasons on U.S. Department of Energy (DOE) or NNSA Directives, whichever applies:

1. PUBLISHED DOE or NNSA DIRECTIVE. Check appropriate block.
2. IMPACT ON NNSA/NV OPERATIONS. Check appropriate block.
3. SUMMARY OF POLICY OR PROCEDURAL CHANGES AND PROJECTED IMPACT ON NNSA/NV OPERATIONS. Briefly summarize changes in policy or procedures and explain the projected impact on NNSA/NV operations. If there is no change, state this. This item must be completed for both **NEW OR REVISED DOE and NNSA DIRECTIVES**.
4. DOES THIS DIRECTIVE CONTAIN A CONTRACTOR REQUIREMENTS DOCUMENT? Check appropriate block.
 - a. SCOPE/APPLICABILITY. Enter SCOPE. Include functional applicability to NNSA/NV organizations, contractors, associated agencies, and Nevada Test Site users, for **NEW OR REVISED DOE and NNSA DIRECTIVES**.
 - b. COMPLIANCE. Check appropriate blocks. Identify those contractors and associated agencies that must comply. Must be compatible with scope/applicability statement. If the Directive is applicable to NNSA/NV contractors, laboratories, and associated agencies, the OPR will submit a Baseline Change Request as identified in the process of NV M 450.3X, WORK SMART STANDARDS.
5. REMARKS. May be used for additional comments.
6. TITLE AND SIGNATURE--DATE. Self-explanatory.